



2016 VENDOR RULES & REGULATIONS

Important information included. Please take the time to read it thoroughly.

Please retain this copy for your records

EVENT INFORMATION

1. The Hanover Tomato Festival Executive Board ("Board") reserves the right to refuse the approval of a vendor application.
2. The Hanover Tomato Festival is a rain or shine event. NO REFUNDS will be made in the event of rain. If weather is severe, the Board will make the decision to continue the Festival.
3. NO REFUNDS will be issued after June 1, 2016.
4. The Festival assumes no responsibility for loss of product during the Festival or if the vendor chooses to set up their booth the night before the event. The Hanover Sheriff's Office will be closing access and monitoring the event area from 8:00pm on 7/8 until 5:45am on 7/9.
5. Vendors will be issued the number of vehicle passes as requested on the online application. Passes MUST be displayed to access the designated vendor parking areas. Failure to display your parking pass will result in being directed to the general parking area. Additional passes available until 7/8/16. Please Note: If you have individuals dropping items off for you, they will need to have a vehicle pass to access the vendor parking areas as well. **(No Exceptions)**
6. Vehicular field access for booth supply drop off/unloading & loading is prohibited.
 - On Friday Only-There will be designated unloading zones on the perimeter of the event field. Vendors are responsible for carting items from the unloading zones to your booth space. (Approximate distance to cart items: 250-300 ft.).
 - On Saturday-The unloading zones will not be available. Vendors will be required to park in the designated parking areas and cart items to your vendor space. (Approximate distance to cart items: 475-750 ft.)
7. Vendors must remain set up and man their booth through the entire event which concludes at 4:00 p.m. Loading areas on the perimeter of the event field will be made available for vehicle access starting at approximately 4:30 p.m. (Time subject to change based on event crowd.)
8. Vendors are prohibited from using the Hanover Tomato Festival name and logo.
9. The consumption and selling of alcoholic beverages are prohibited in the park. Failure to adhere to this rule will result in the removal of the vendor from the Festival area with NO REFUND.
10. The participating vendor shall comply with all state, federal, and local laws, rules, ordinances, and regulations during the Festival. Failure to do so will result in the removal of the vendor from the Festival premises with NO REFUND.

VENDOR CHECK IN INFORMATION

1. Friday, July 8: Check in with vehicular access to the designated unloading zones on the perimeter of the event field will be available from 9:00 a.m. until 4:00 p.m. Event field and booth access will close promptly at 8:00 p.m. Parking passes must be displayed to access the unloading zones.
2. Saturday, July 9: Check in begins at 5:45 a.m. the day of the event, where vendors will be parked in the designated parking areas and will be responsible for transporting all items from their vehicle to their booth space. Parking passes must be displayed to access the designated vendor parking areas. (No Exceptions). Vehicle access will not be permitted to the loading areas until 4:30 p.m.
3. All vendors must be set up by 8:45 a.m.

VENDOR BOOTH INFORMATION

1. Each vendor will be provided with a booth space of approximately 15' x 15'.
2. All tents, chairs, tables, and items for sale etc. are the responsibility of the vendor.
3. All personnel must remain within the vendor's space, informational flyers and brochures must be distributed within the vendor's space. No roving vendors are permitted. All on-site storage must be kept within vendor's operating space. All walkways must remain clear at all times.
4. **Generators are not permitted for arts & craft and commercial vendors.** Limited electricity will be available at \$75.00 per booth upon completion and advance approval of Electrical Request Form. If approved, please bring a minimum of a 50 foot extension cord.
5. Vendors are required to provide a complete list of all items to be sold and/or services/activities to be conducted at their booth. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved.
6. Raffles are prohibited during the event. The selling of flea market items is also prohibited.
7. Access to water is not provided.
8. Tents must be securely weighted down. Staking of tents is strictly prohibited.
9. Vendors are responsible for the collection and removal of their own trash from the Festival premises. Failure to do so may result in a fine and/or denial in future participation in the Hanover Tomato Festival.

The Board may terminate the vendor agreement between the Hanover Tomato Festival and the vendor at any time upon breach of these rules and regulations. Upon termination, the Board may choose to keep all booth space rental fees paid by the vendor and may prohibit the participation of the vendor in all future Hanover Tomato Festivals.

The Vendor hereby releases and agrees to indemnify and save harmless Black Creek Volunteer Fire Department, Hanover County, The Hanover Herald-Progress, The Mechanicsville Local and their employees and representatives from any and all claims of any nature for injury or loss that may result from participation or preparation for participation in the Hanover Tomato Festival. The vendor hereby fully consents to allow Hanover County Parks and Recreation to use photographs taken during this event for publicity purposes. The vendor fully consents to emergency medical care rendered by competent personnel or hospitals should such attention become necessary during the Festival.